



Northwest Community EMS System

Date: January 3, 2007

System Memo: # 307

To: All System Members

From: Carla Bell, RN, EMT-P Course Coordinator
Kim Marie Macygin, RN, EMT-P Course Coordinator

RE: **Preceptor class**

It is time again to announce the next Northwest Community EMS System Preceptor Class. Any paramedic that desires to be a preceptor must attend this class at least once every 2 years. In addition to the class, the preceptor must also file a Preceptor Agreement and Application signed by the EMS Agency Chief or EMS CEO (found in policy P-1) and submit it to their respective Hospital EMS Coordinator **every year**.

The Hospital EMS Coordinator will review the application along with the applicant's System EMS file to determine eligibility based on System policy. The Hospital EMS Coordinator will then forward approved applications and agreements to Northwest Community EMS office. Once received, a current list of approved preceptors will be sent to the Chiefs, Provider EMS Coordinators and the respective hospital EMS Coordinators.

No EMT-P is able to perform an ALS intervention without an approved preceptor directly observing and coaching the skill. As soon as a student/preceptor team is approved, the student may perform approved ALS skills, even prior to the field internship. We welcome applications now for the students currently in class. No student may begin the field internship without an approved preceptor.

The preceptor class will be held on:

Thursday	February 2, 2007	1 pm	Room LC-4
Friday	February 9, 2007	9 am	Room LC-4

The class will take approximately 90 minutes. CE time will be awarded for those in attendance. Please contact Linda Woods at 847-618-4482, if you are planning to attend.

If you have any questions, please contact either of us at (847) 618-4486 or 4490.